



Career Opportunity



About DRS

The [Department of Retirement Systems](#) is an umbrella organization responsible for administering eight public retirement systems and the Deferred Compensation Program for public employees in the state. DRS services directly affect over 400,000 members and participants, 142,000 retirees, and over 1,270 employers.

We employ more than 250 staff in areas such as: retirement services, information services, accounting and fiscal, and office/clerical support. We also employ management and supervisory professionals.

Our environment is dynamic, customer-focused and technologically savvy. We support a range of training and development opportunities, particularly those that prepare employees for career advancement and contribute to the quality of working life.

JOB TITLE: Secretary Administrative
LOCATION: Tumwater, Washington
OPENS: January 24, 2007
CLOSES: February 2, 2007

RECRUITMENT NUMBER: 2007-01#0363SecAdm

This position provides administrative support for the Legal Services and Appeals units of the Department of Retirement Systems (DRS). Legal Services and Appeals are part of the DRS Executive Division, which includes the Director's Office.

On behalf of the Legal Services Manager, this position coordinates all assignments for the Legal Services unit. Monitors accomplishment of tasks and plans, prioritizes work and ensures timely responses to internal and/or external deadlines. Maintains the Legal Services Managers calendar, composes and prepares correspondence, and establishes priorities. Acts as a representative of the Legal Services Manager in all interactions with internal and external customers.

Receives, prioritizes and tracks administrative petitions made to DRS. Researches pertinent factual background from employers and/or staff and prepares exhibits; reviews petition decisions for form and clarity; tracks deadlines and disseminates completed decisions. Monitors legal petitions, responses to subpoenas, legislative and other documents.

Establishes and maintains schedules and tracks status of all projects, correspondence, appeals, documents, timelines and policies for the Appeals Manager. Composes, edits, proofreads and revises appeals business correspondence using knowledge of agency rules, regulations, policies, procedures and established correspondence guidelines.

As a key support staff member of the Executive unit, works with and provides back-up to other unit support staff; answers phones, greets visitors, and performs some routine clerical functions such as copying and filing.

Why work at DRS?

DRS is centrally located in Tumwater, part of the Olympia/Tumwater/Lacey tri-city area on the southernmost tip of Puget Sound. It is a community rich in history, culture and natural beauty, blending a thriving city that is home to the state capitol with a friendly, small town atmosphere.

At DRS, we offer:

- A diverse, professional working environment;
- Opportunities for training, growth and advancement;
- Tuition reimbursement;
- A comprehensive benefits package;
- Membership in the Public Employees' Retirement System; and
- Opportunities to participate in the Deferred Compensation and Dependent Care Assistance Programs.

Desirable Qualifications

The desired candidate for this position will possess the following:

- Experience and demonstrated proficiency using personal computers, including working with database and mainframe applications;
- Proficiency in the use of Microsoft Office products (Word, Excel, Outlook); and
- Demonstrated proficiency in the following competency areas:

Reading, Comprehending and Retaining Information

Accurately reads, interprets and retains information from written material, including technical reports, rules, regulations, manuals, instructions, charts, graphs and tables. Effectively applies the information in communicating with others, carrying out work activities, making decisions and solving problems.

Coordinating and Organizing

Makes necessary arrangements in a timely and efficient manner, remaining mindful of cost effectiveness and quality. Is an effective communications link and reliable source of information for others. Keeps interested parties informed of the status of events. Remains consistently aware of who needs to be informed of changes or new developments and ensures that they receive clear communications.

Verbal and Written Communication

Effectively expresses ideas and information in writing and through the spoken word using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the audience.

Using Personal Computers

Accesses and moves between multiple databases to search for or enter/update information. This includes the ability to effectively utilize Microsoft Office applications and Internet applications.

Recordkeeping

Consistently and accurately documents information or updates records so they reflect the most current information and form a complete and understandable account of changes, decisions, activity and work performed.

Compensation

Range 39 - \$2,468 to \$3,128 per month, depending on qualifications. The State of Washington offers a comprehensive benefits package, including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; 11 paid holidays per year; a state retirement plan; and optional credit unions, savings bonds, and a Deferred Compensation Program.

The Washington State Department of Retirement Systems is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this announcement in an alternate format, may call the Human Resources Office at (360) 664-7020 or TTY (360) 586-5460.

How to Apply

Interested applicants who meet the qualifications and competencies identified in this announcement are invited to apply for consideration through www.careers.wa.gov. This recruitment can be found by entering *1653* in the "Search for" field.

Individuals must follow the application instructions provided in the recruitment announcement in order to be considered for this opportunity. The following materials must be attached to your electronic application:

1. A letter of interest detailing how you meet the competencies listed in this announcement; and
2. Three professional references with current contact information.

All application materials will be screened to determine who will be selected to participate in the assessment and interview process.

For questions, please contact the DRS Human Resources Office at HumanR@drs.wa.gov.